

# **Schedule 45-8**

## **DEPARTMENT OF LABOR SAFETY DIVISION**

**February 16, 2007**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**45-8**

AGENCY, BOARD OR COMMISSION

**Department of Labor**

DIVISION, BUREAU OR OTHER UNIT

**Safety Division**

**Supersedes edition of April 2, 2003**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

*Commissioner*

DATE

*2/14/07*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

STATE ARCHIVES

*2-15-07*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

STATE RECORDS ADMINISTRATOR

*2/16/07*

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form (RMA 036006D) is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE NO. 45-8 - DEPARTMENT OF LABOR - SAFETY DIVISION**

### **45-8-1     AMUSEMENT RIDE RECORDS**

#### **45-8-1-1     ACCIDENT INVESTIGATION FILES**

Files may contain report, correspondence, pictures, etc.

**Transfer to the State Records Center after audit; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### **45-8-1-2     ANNUAL AMUSEMENT RIDE FILE**

Files on all Amusement Ride businesses operating in the State. May include annual proof of inspection sheets, itineraries, certificate of insurance, receipt of payments, correspondence, etc.

**Transfer to the State Records Center after audit; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **45-8-2     BOILER RECORDS**

#### **45-8-2-1     ACCIDENT INVESTIGATION FILES**

May include report, correspondence, pictures, etc.

**Dispose of after 5 years.**

#### **45-8-2-2     BOILER FILES**

Files include inspection reports, and correspondence.

**Dispose of after 5 years.**

#### **45-8-2-3     BOILER RECEIPT FILES**

Check stubs (if supplied with payment), the lower portion of the invoice (if mailed back with payment), a copy of the invoice (if the lower portion was not mailed back).

**Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **45-8-2-4     MISCELLANEOUS BOILER AND PRESSURE VESSEL REPORTS AND RECORDS**

Miscellaneous computer or hand generated reports or records relating to boiler and pressure vessel inspections, fees, owners, users, or other information which is contained in the database and developed for special needs.

**PAPER INSPECTION REPORTS: Transfer to Boiler Files, Records Retention Schedule Item #45-8-2-2, after verification of data; dispose of after 5 years.**

**ELECTRONIC DATA: Backup daily; dispose of after 1 year.**

**SECURITY BACKUP COPY: Dispose of after 1 year.**

## **45-8-3      21d CONSULTATIVE RECORDS**

### **45-8-3-1      INSPECTOR'S AND INVESTIGATOR'S DAILY REPORTS**

Daily activity reports from inspectors and investigators. Records mileage, cities visited, daily activities, time expended, etc.

**Dispose of after 1 year or after reviewed by OSHA, whichever is later.**

### **45-8-3-2      ON-SITE CONSULTATION FILES**

Form used by safety and health inspectors. Includes company, contact site of inspection and a list of hazards. File may include letter from employer requesting consultation and written narratives of the inspector and consultation written report.

**Dispose of after 3 years.**

## **45-8-4      ELEVATOR RECORDS**

### **45-8-4-1      BLUEPRINTS, ELEVATOR**

Blueprints are sent to the Safety Division for approval prior to construction of a new elevator.

**Dispose of 2 years after construction.**

### **45-8-4-2      COMPLIANCE PAST DUE (OBSOLETE 1995)**

Monthly listing of all repairs that have not been completed.

**Dispose of obsolete records immediately.**

### **45-8-4-3      CONSTRUCTION PERMITS, TEMPORARY**

Permits issued after Blueprints are reviewed by the Safety Division prior to building and installation.

**Dispose of after ELEVATOR INSPECTION CERTIFICATE, Records Retention Schedule Item #45-8-4-5, is issued, provided audit has been completed.<sup>1</sup>**

### **45-8-4-4      ELEVATOR FILES**

Typical file contains copies of current and previous years' Annual Inspection Certificates attached to corresponding inspection report. If applicable, may contain elevator accident reports or elevator installation notices. Files include uninsured and insured elevators.

**Transfer to the State Records Center after audit; dispose of after 8 years, provided audit has been completed.<sup>1</sup>**

### **45-8-4-5      ELEVATOR INSPECTION CERTIFICATES**

Numerical copies of "Elevator Inspection Certificates."

**Dispose of 1 year after expiration, provided audit has been completed.<sup>1</sup>**

### **45-8-4-6      ELEVATOR LISTINGS**

Annual computer generated reports show the status of elevators subject to state inspection. Includes Inactive Listing, Insurance Company Listing and Active Listing.

**Dispose of after superseded.**



**45-8-4-7 ELEVATOR SAFETY TEST LISTINGS**

Annual computer generated reports list elevators which are due for a Safety Test. Includes Annual Safety Test Due, Three Year Safety Test Due and Five-Year Safety Test Due.

**Dispose of after 1 year.**

**45-8-4-8 INSPECTIONS DUE, ELEVATOR**

Monthly listing of elevators to be inspected. This listing is generated one month in advance.

**Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**45-8-4-9 INSPECTIONS DUE, FEE AND NON-FEE (OBSOLETE 2000)**

Monthly printout giving total number of fee and non-fee inspections completed for the previous month.

**Dispose of after 2 years.**

**45-8-4-10 INSPECTION DUE, JAN-DEC (OBSOLETE 2000)**

Annual computer report is not being used at this time.

**Dispose of after no longer of reference value.**

**45-8-4-11 MASTER LISTING**

Database containing the total compilation of data for the Elevator Division. A biannual computer report is generated to provide a current profile on all elevators including number, firm, installation, inspection dates, etc.

**PAPER PRINTOUT: Dispose of after superseded.**

**ELECTRONIC DATA: Backup daily; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after 1 year.**

**45-8-4-12 OPERATIONS INVENTORY LIST FOR SAFETY**

Listing of computer generated forms for the Boiler and Elevator Sections.

**Dispose of after superseded.**

**45-8-4-13 PAST DUE INSPECTIONS**

Cumulative monthly computer generated report lists inspections which are overdue.

**Dispose of when superseded.**

**45-8-4-14 PAYMENTS PAST DUE**

Monthly listing of all unpaid elevator inspections.

**Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**45-8-4-15 SAFETY TESTS OVERDUE**

Monthly listing of elevators that have not completed necessary safety tests.

**Dispose of after superseded.**

## **45-8-5     LABOR LAW RECORDS**

### **45-8-5-1     EMPLOYMENT CERTIFICATES FOR MINORS**

#### **45-8-5-1-1     CERTIFICATION OF AGE FORMS**

Copies of school-issued certification of age forms to children ages 16-18. Files are maintained in Omaha Office.

**Dispose of 2 years after date of issuance.**

#### **45-8-5-1-2     EMPLOYMENT CERTIFICATES ISSUED**

Copies of child labor employment certificates filed pursuant to Chapter 48, Article 3, R.R.S. 1943. Statutes apply only to minors under 16 years of age. Files are maintained in Omaha Office.

**Dispose of 1 year after expiration.**

#### **45-8-5-1-3     INDEX, EMPLOYER**

Numerical index files are maintained on employers issued special permits for employment of children under 16 years of age to be employed past 10 p.m. Files are maintained in Omaha Office.

**Dispose of after 5 years.**

#### **45-8-5-1-4     SPECIAL PERMITS**

Employers are issued special permits which allow them to employ children past 10 p.m. Files are maintained in Omaha Office.

**Dispose of after 3 years.**

#### **45-8-5-1-5     STATISTICS, CHILD LABOR**

Statistics are gathered quarterly on the number of employment certificates, certification of age forms, and special permits issued to children. Information is included in the agency budget narrative.

**Dispose of after 3 years.**

### **45-8-5-2     FARM LABOR CONTRACTORS ACT**

#### **45-8-5-2-1     FARM LABOR CONTRACTORS LICENSING AND CERTIFICATION**

Files are maintained on Farm Labor Contractors. Includes licensing, certification and bonding records. Licenses, certificates and bonds are renewed annually. Files are maintained in Omaha Office. Licenses are issued each April.

**PAPER FILE: Dispose of after 5 years.**

**ELECTRONIC DATA: Backup annually; dispose of after 5 years.**

**SECURITY BACKUP: Dispose of after 5 years.**

**45-8-5-2-2 FARM LABOR CONTRACTORS LICENSING, CERTIFICATION, INVESTIGATION AND INSPECTION INDEX FILE**

Index file is maintained electronically for all farm labor contractor licenses, certifications, investigations and inspections. Electronic file is maintained in the Omaha Office.

**ELECTRONIC DATA: Backup after each use; dispose of after 10 years.**

**SECURITY BACKUP COPY: Dispose of after 10 years.**

**45-8-5-2-3 INVESTIGATION AND INSPECTION REPORTS ON FARM LABOR CONTRACTORS**

Farm Labor Contractors are investigated and inspected for compliance with the law, which results in written reports. Files are maintained in Omaha Office.

**Dispose of 5 years after investigation is complete.**

**45-8-5-3 INVESTIGATION RECORDS**

**45-8-5-3-1 INVESTIGATION AND INSPECTION REPORTS**

Investigations and inspections are conducted to see that various types of labor laws are enforced. These include minimum wage, child labor, service letter, lunch period, right to work, medical examination and other miscellaneous laws. Reports are filed numerically and are maintained in the Omaha Office.

**Dispose of 5 years after investigation is complete.**

**45-8-5-3-2 INVESTIGATION INDEX FILE**

Electronic investigative index file is maintained on all minimum wage, child labor, service letter, lunch period, right to work, medical examination and other miscellaneous law investigations and inspections and their dispositions. File is maintained in Omaha Office.

**ELECTRONIC DATA: Backup after each use; dispose of 10 years after investigation is complete.**

**SECURITY BACKUP COPY: Dispose of after 10 years after investigation is complete.**

**45-8-5-3-3 INVESTIGATION REPORTS, VETERAN'S PREFERENCE AND VETERAN'S REEMPLOYMENT**

State and political subdivisions are investigated upon receipt of complaints from veterans and National Guardsmembers. Files are maintained in Omaha Office.

**Dispose of 5 years after investigation is complete.**

**45-8-5-4 PRIVATE EMPLOYMENT AGENCY RECORDS**

**45-8-5-4-1 COMPLAINT INVESTIGATION INDEX FILE**

Electronic index file is maintained for all private employment agency complaints and their dispositions. File is maintained in Omaha Office.

**ELECTRONIC DATA: Backup for each use; dispose of after 3 years.**

**SECURITY BACKUP COPY: Dispose of after 3 years.**

#### **45-8-5-4-2 EMPLOYMENT AGENCY LICENSING FILES**

Files are maintained on private employment agencies. Includes licensing and bonding records. Licenses are renewed annually. File is maintained in Omaha Office.

**Dispose of after 3 years.**

#### **45-8-5-4-4 INVESTIGATION AND INSPECTION REPORTS, PRIVATE EMPLOYMENT AGENCIES**

Files are maintained on any Private Employment Agency that is inspected or investigated.

**Dispose of after 3 years.**

### **45-8-6 WORKPLACE SAFETY PROGRAM FILES**

#### **45-8-6-4 EMPLOYER FILES**

Employer files, forms used by safety and health consultants, letters from employers, and written narratives of the consultation and abatements.

**Dispose of after 5 years.**

#### **45-8-6-5 WORKPLACE SAFETY RECEIPTS**

Receipt transactions for monies received for consultations and bank deposit slips. All transactions maintained in handwritten ledger.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### **45-8-6-6 WORKPLACE SAFETY RECORDS**

Worker's Compensation Report/Listing is a computer printout. Department of Insurance Report/Listing is a computer printout. This information is provided by the appropriate agency.

**PRINTOUT: Dispose of after 2 years.**

### **45-8-7 NON-ENGLISH SPEAKING EMPLOYEES RECORDS**

#### **45-8-7-1 NON-ENGLISH SPEAKING EMPLOYEES WRITTEN STATEMENTS**

Files are maintained on Non-English Speaking Employees. Written statements are signed by the employee and the employer regarding compliance with the Non-English Speaking Employees Law. Files are maintained in the Omaha Office.

**Dispose of after 1 year.**

### **45-8-8 CONTRACTOR REGISTRATION RECORDS**

#### **45-8-8-1 CONTRACTOR CITATION FILES**

Citation files are maintained on contractors who violate the Contractor Registration Act. These files contain the citation letter and citation amount. Files are maintained in Omaha Office. Contractor Registration Act, Section 48-2114 R.R.S. 1943.

**Dispose of 10 years after citation date.**

#### **45-8-8-2 CONTRACTOR OUT-OF-BUSINESS FILES**

Files are maintained on contractors that go out of business and are no longer required to be registered. Files are maintained in Omaha Office.

**Dispose of 3 years after company goes out of business.**

#### **45-8-8-3 CONTRACTOR REGISTRATION INVESTIGATION FILES**

Investigation files are maintained on work sites and complaints from consumers.

Information in these files is transferred to Contractor Registration Files, Records Retention Schedule Item #45-8-3-4, or Contractor Citation Files, Records Retention Schedule Item #45-8-3-1, as appropriate. Files are maintained in Omaha Office.

**Dispose of 1 year after investigation is complete.**

#### **45-8-8-4 CONTRACTOR REGISTRATION FILES**

Files are maintained on Contractors that register under the Contractor Registration Act. These files include proof of workers compensation insurance, their signed application and a copy of their registration certificate. Files are maintained in Omaha Office. Contractor Registration Act, Section 48-2114 R.R.S. 1943.

**PAPER RECORDS; Dispose of after 3 years.**

**ELECTRONIC DATA: Backup daily; dispose of after 3 years.**

**SECURITY BACKUP COPY: Dispose of after 3 years.**

### **DELETED RECORDS**

|            |   |
|------------|---|
| 45-8-2-1   | BILLING NUMBER REFERENCE  |
| 45-8-2-2   | BOILER INSPECTION CERTIFICATES  |
| 45-8-2-3   | BOILER FEE PAYMENTS   |
| 45-8-2-5   | EXPIRED CERTIFICATES REPORT   |
| 45-8-2-7   | INQUIRY OF SPECIFIC USER DATA SELECTED BY BOILER NMBR<br>RANGE XXXX-XXXX. |
| 45-8-2-8   | MASTER RECORD FILE  |
| 45-8-2-9   | NON-BILLED BOILER INSPECTIONS   |
| 45-8-2-10  | OVERDUE PAYMENT LISTING   |
| 45-8-5-4-3 | EMPLOYMENT AGENCY REPORTS   |
| 45-8-5-4-5 | NEWSPAPER ADVERTISEMENTS  |
| 45-8-5-4-6 | STATISTICAL RECORDS, PRIVATE EMPLOYMENT AGENCIES                          |
| 45-8-6-1   | FIRST REPORT LISTING  |
| 45-8-6-2   | SAFETY FILES  |
| 45-8-6-3   | STATE AGENCY SAFETY PLANS   |

#### **NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

|   |              |
|---|--------------|
| <b>TO: SECRETARY OF STATE</b><br><b>RECORDS MANAGEMENT DIVISION</b><br><b>440 S. 8<sup>TH</sup> STREET SUITE 210</b><br><b>LINCOLN, NE 68508-2294</b> | AGENCY       |
|   | DIVISION     |
|   | SUB-DIVISION |

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been **disposed of under the authorization granted by the following schedule(s):**

| SCHEDULE NUMBER(S) ONLY<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(SEE REVERSE) |
|--|--|
|  |  |
|  |  |

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

|  |
|--|
|  |
|--|

|      |           |
|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**  
RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

|   |               |
|---|---------------|
| Vertical File Cabinet, 4 drawer letter-size ..... | 6 cubic feet  |
| Vertical File Cabinet, 4 drawer legal-size .....  | 8 cubic feet  |
| Lateral File, 4 drawer/shelf letter-size .....    | 9 cubic feet  |
| Lateral File, 4 drawer/shelf legal size .....     | 12 cubic feet |
| Records center carton.....                        | 1 cubic foot  |
| About a pickup load .....                         | 50 cubic feet |